

TIPS ON REPORTING INJURIES



- Use the most up-to-date injury report forms.
- Do not fax injury reports to WSCD. Mail the injury report to WSCD or take it to one of our 8 local offices located in Cheyenne, Casper, Laramie, Sheridan, Gillette, Rock Springs, Lander, or Cody.
- Ensure the employer's correct legal name and Workers' Compensation Employer Number are on the injury report form. Obtain this information from your employer, if necessary.

INFORMATION:

Statutes and Rules & Regulations can be found on-line at:

http://soswy.state.wy.us/Rules/Rule_Search_Main.asp

Providers, Injured Workers, and Employers Resource System (PIERS)

Is an on-line service for employers, injured workers and providers providing the ability to retrieve case and billing information. PIERS can be accessed at:

<http://mossdevdefault/aboutus/safetyandcompensation/Pages/PIERS.aspx>

Interactive Voice Response System (IVRS)

is available to employers, injured workers, and health care providers to obtain case and billing information at any time. IVRS can be accessed by calling 1-800-870-8883 outside of Cheyenne, or 1(307) 777-7441 in the Cheyenne Area.

WYOMING DEPARTMENT OF EMPLOYMENT

Workers' Safety and Compensation Division
Cheyenne Business Center
1510 East Pershing Boulevard
Cheyenne, WY 82002
307-777-5476
800-870-8883

<http://doe.wyo.gov>

WYOMING DEPARTMENT OF EMPLOYMENT

Workers' Safety and Compensation Division (WSCD)

EMPLOYEE'S GUIDE TO REPORTING AN INJURY



REPORTING WORKPLACE INJURIES



This pamphlet is designed to provide Wyoming Employees a guide to reporting

injuries. It can act as a checklist for reporting injuries and lists the employees' responsibilities along with some helpful tips.

This pamphlet should be used as a guide only and should not be used as a substitute for the Workers' Safety and Compensation Act or Rules and Regulations. If there are conflicts between the information in this pamphlet and the laws governing Wyoming Workers' Safety and Compensation Division (WSCD), the laws will prevail.

If you have questions, please contact your Claims Analyst or the Customer Service Unit at (307) 777-5476.

WHAT TO DO WHEN AN INJURY OCCURS

- Report the injury to your Supervisor immediately.
- Seek medical attention, if necessary.
- Be ready to provide a complete explanation of what you were doing and what caused the injury.
- Make note of everyone in the area who may have witnessed the injury.

EMPLOYEE RESPONSIBILITIES

- Notify your employer immediately, but no later than 72 hours of having sustained an injury.
- File a Wyoming Report of Injury with WSCD within 10 work days.
- Notify the Division if you will miss more than 3 work days.
- If you have injured the same body part before, be ready to provide medical records to the Division about the past injury .
- Make sure your payroll information is available for any and all income you are receiving.

PUTTING IT ALL TOGETHER

- Complete an injury report form, preferably with your employer and submit the form to WSCD within 10 work days.
- Make sure that both you and the employer representative have signed the injury report and all information is current and correct.
- If you are losing time from work, make sure you complete an Application for Temporary Total Disability and give it to your health care provider.
- If your company completes an internal investigation report or incident report, include a copy with the injury report.
- Ensure the name and contact information is provided for every witness.

